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MAR 9 1953
(file date)

Chief, O&M Service (Organization and Methods Services)

Chief, Procurement and Supply Office

Comments of Staff Study Submitted by Organization and Method Service
dated 5 February 1953

1. With reference to paragraph 4. d., this office does not agree that ☐ is considered ample to perform the work of the Passenger Branch satisfactorily.

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2. With reference to paragraph 6. c., it is questionable whether any advantages would result if the personnel actually ^{classing} ~~processing~~ dependents outside the Washington area were located in the Central Processing Branch. It is therefore believed advisable to add the following immediately after "travelers" on the second sentence of paragraph 6.c. "except dependents outside the Washington area."

3. With reference to paragraph 4.d., it is recommended that the wording be changed substantially as follows: "

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"The ☐ Travel Section, Central Processing Branch be transferred to the Transportation Division/P&SO, and that the Transportation Division authorization for personnel be increased by four slots and a similar reduction be made in the Central Processing Branch."

This would change the total authorized for the Transportation Division from

☐ The reasons for the increase are briefly as follows:

- a. The transportation service for this Agency is still not up to ^{the} ~~par.~~ *usual standards required to provide an adequate and economical transportation* In order to provide an efficient and economical transportation service it is necessary to have a minimum number of people both qualitatively and quantitatively. To obtain these people, it is necessary to have sufficient authorization so that recruitment may be initiated and clearances obtained. It ^A ~~required~~ a minimum *is required* ~~time period of approximately four months to get a person aboard~~

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Transportation Service

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~~for~~ authorizing the expenditure of funds should be the office charged with the responsibility of notifying the Finance Division, therefore the Transportation Division should be assigned that function.

3. With reference to Annex "B", the workload statistics ~~do~~s not reflect the workload involved in the movement of accompanied baggage, unaccompanied baggage, household effects and privately owned automobiles, both to the overseas destinations and from the overseas destinations. It is pointed out that it is not believed advisable to judge that a sufficient number ^{are} ~~is~~ adequate for only one branch of the Transportation Division instead of considering the transportation functions as a ~~whole~~. whole.

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